

Child Care Licensing Background Record Check FAQ

	<u>Fingerprints scheduled via State Police CHRI Applicant Portal</u>	<u>Fingerprints completed at local PD</u>	<u>Household & Personnel Form (H&P)</u>
Who?	<i>ALL</i> staff and household members age 18 and older who have regular contact with children.	<i>ALL</i> staff and household members age 18 and older who have regular contact with children.	All new staff* ages 14 years or older; and household members age 10 and older.
What other background checks are accepted?	Only when processed for DHHS in New Hampshire i.e., CCLU or Child Development Bureau.	Only when processed for DHHS in New Hampshire i.e., CCLU or Child Development Bureau.	N/A
When?	<ul style="list-style-type: none"> • Before they begin working in a program • Date added to household • Within a week of turning 18 • Before they begin working in a program <i>IF</i> they have been separated from employment in a licensed child care within the state for more than 180 days 	<ul style="list-style-type: none"> • Before they begin working in a program • Date added to household • Within a week of turning 18 • Before they begin working in a program <i>IF</i> they have been separated from employment in a licensed child care within the state for more than 180 days 	<ul style="list-style-type: none"> • On or before first day of employment • When added to the household • Upon reaching age 10 in family based programs • Upon reaching age 18 in family & center based programs • On or before their first day of employment <i>IF</i> they have been separated from employment in a licensed child care program for more than 180 days
How Often?	<ul style="list-style-type: none"> • Every five (5) years 	<ul style="list-style-type: none"> • Every five (5) years 	<ul style="list-style-type: none"> • Every time a complete background check is done
What do I have to turn in?	<ul style="list-style-type: none"> • H&P (CCLU 1-B) • A copy of the appointment confirmation email 	<ul style="list-style-type: none"> • H&P (CCLU 1-B) • State CHRI Form (CCLU 1-A) • Applicant/Licensing LiveScan Fingerprinting Form (fingerprints will be electronically sent from PD) • Payment (\$28.25) 	<ul style="list-style-type: none"> • H&P (CCLU 1-B) • Out-of-state release form and fee (if applicable)
Where do I send forms?	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301
Cost?	N/A	<ul style="list-style-type: none"> • \$28.25 	N/A
What do I need on file at my program?	Copies of submitted H&P, and appointment confirmation email	Copies of submitted H&P, State CHRI form, and Applicant/Licensing LiveScan Fingerprinting Form	Returned H&P for each staff and household member who have completed a background check and have been deemed eligible to work in child care by CCLU.
Can a person work/volunteer in the program before results are received?	Yes, provided that the individual's fingerprints have been completed and the paperwork identified in "What do I have to turn in?" above, has been mailed to CCLU.	Yes, provided that the individual's fingerprints have been completed and the paperwork identified in "What do I have to turn in?" above, has been mailed to CCLU.	Yes, provided that the individual's fingerprints have been completed and the paperwork identified in "What do I have to turn in?" above, has been mailed to CCLU.

*Staff – Child Care Personnel per He-C 4002.01(1) including volunteers and paid staff.

*Eligible Staff refers to staff who have completed the appropriate criminal record checks through DHHS and deemed eligible.